

### State of Michigan SIGMA Vendor Self-Service (VSS) System

For a more convenient and faster way as a vendor to receive your payment(s), the State of Michigan/MEDC is pleased to provide electronic funds transfers (EFT) for invoices submitted by you! Instead of mailing a check for payment of your invoices, we will electronically transfer the payment to your bank account. This will benefit your cash flow by getting funds into your bank account faster and avoid problems with lost or stolen checks and postal disruptions.

Sign up today! To update your bank account in VSS ...

- Click the “Business Info” subtab in the “Account Information” tab and click the “Update” button. This allows you to update your organization and EFT information. The “Vendor Verification Hint” field (located on the “Headquarters” account at the top) is blank. This field must be populated. Choose “Create My Own” and then enter a value of your choice in the “Hint” field, i.e., you may enter the word pet and then for the “Password” field, enter your pet’s name.
- To enter EFT information, scroll down to the “EFT Information” section. Enter your ABA Number or click the “Find” button next to the “ABA Number” field to locate the ABA number for your bank. Your ABA number is your routing number. On the “Choose” page, enter your bank in the “Bank Name” field. You can type the full name of the bank or part of the name with an asterisk, i.e., type “MSU Federal Credit Union” or “MSU\*.” Click “Browse” and the bank names that meet your search entry are displayed in a list. Click the “Select” link for your bank, and the ABA number is populated with that value. You must also select the “Account Type” from the drop-down list and enter your account number. Leave the “Routing ID Number” field blank. The bank has 7-10 business days to verify the information. Click “Save Changes” when you are done. This completes updating your account. **All addresses on the “Addresses and Contacts” tab will be EFT-eligible when you have banking on the “Business Info” tab.**

For additional information please visit the Vendor Self Service website at [Michigan.gov/SIGMAVSS](http://Michigan.gov/SIGMAVSS) .

SIGMA VSS provides significant benefits:

- Unique Vendor/Customer ID improves TIN security.
- No limit on the number of VSS users per VSS account.
- Improved Payment Processing: vendors can create on-line invoices.
- View awards, invoices, payment history by both check and EFT.
- Automated notifications on vendor account activity.

If you need further assistance, you may contact the SIGMA-Vendor Customer Support Center Monday through Friday, 7:00 a.m. to 6:00 p.m., excluding state holidays at (517) 284-0540 or (888)734-9749.